

2-4577

~~CONFIDENTIAL~~

### SECURITY INFORMATION

MEMORANDUM FOR: See Distribution listed below. 4 January 1952

SUBJECT: Program for Presentations by Offices of C.I.A.

1. There is attached a copy of a memorandum from the Director of Training, dated 27 December 1951, concerning a series of office presentations to Agency-wide personnel of the staff and division chief levels.

2. This program has the full concurrence of the Deputy Director (Administration) and participation by the Administrative Offices is desired.

3. In this respect, it is requested that the attached memorandum be carefully considered and the questionnaire be completed and returned to this office with any recommendations or suggestions by January 9, 1952. A consolidated report will be prepared by this office and coordinated with the Director of Training.

L. K. WHITE  
Assistant Deputy Director  
(Administration)

Encls:

Memo 27 Dec. 51  
w/questionnaire

#### Distribution:

General Counsel  
Off. General Services  
Comptroller  
Off. Medical Office  
Personnel Director  
Off. Procurement  
Off. Audit Office  
Ad-Inspection / Sec.

BGD:djk

#### Files Copies:

A-DD/A Chrono  
A-DD/A Subject  
SA-DD/A Chrono  
SA-DD/A Subject

~~CONFIDENTIAL~~